



National Institute of Plant Health Management  
Department of Agriculture & Cooperation  
Ministry of Agriculture  
Government of India



रा व स्वा प्र स  
NIPHM

Telephone: 9140-24015374  
E-mail: niphm@nic.in  
Tele-Fax: 9140-24015346

Rajendra Nagar,  
Hyderabad – 500 030  
<http://niphm.gov.in>

F. No. NIPHM/Stores/4/15/Misc./2013-14

Dated : 20/07/2013

To,  
As per the list enclosed

*\*(The tender document is also being uploaded on the NIPHM website <http://niphm.gov.in> and the other prospective bidders can make use of the document down loaded from the website)*

Sub: - Tender for Procurement of Stationary items & General  
Consumable items under Annual rate contract for 2013-14- reg.

\* \* \*

Sir/Madam,

National Institute of Plant Health Management (NIPHM) invites **'Sealed Bids'** from the **reputed manufacturers/authorized distributors/dealers** for procurement of **Stationary items on Annual Rate Contract for 2013-14 -reg.** Detailed terms and conditions and list of items required may be downloaded from the NIPHM website <http://niphm.gov.in>

The schedule of receipt and opening of quotations is as under:-

Last date and time for receipt of bids: 1400 hrs on  
06 Aug, 2013.

Date & Time for opening of bids: 1500 hrs on  
06 Aug , 2013.

Administrative Officer  
for Registrar

## **TERMS AND CONDITIONS:**

### **I. GENERAL INSTRUCTION TO BIDDING:**

- a. The tenderer should supply stationery items for one year from the date of acceptance on quarterly basis as per the quoted rates requested by NIPHM.
- b. Any offer made in responses to this tender when accepted by NIPHM will constitute a contract between the parties.
- c. Tenderer is exempted from Earnest Money Deposit
- d. The Contract shall be interpreted under Indian Laws & all disputes will be resolved **within Hyderabad Jurisdiction**. In case of any dispute, the decision of NIPHM, Hyderabad shall be final and binding.
- e. The supplier will be fully responsible for any loss in transit and will also be responsible for safe delivery of the goods/stores in good conditions at NIPHM.
- f. The quantity of items may **increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM to the extent of  $\pm 25\%$** .
- g. Quotation should be valid for a minimum period of SIXTY DAYS from opening of tender. The sealed quotation duly superscribing on the envelop **“Quotation for supply of Stationary items”** should reach on or before the specified date and time to the Registrar NIPHM, Rajendranagar, Hyderabad-500 030.
- h. The NIPHM takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.
- i. Tenders received after due date and time shall be rejected.
- j. The rates should be inclusive of all charges such as Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. and bidder should undertake to supply goods at NIPHM at his cost.
- k. The VAT/Sales/General taxes where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of VAT & other taxes. VAT/CST registration No. and date of its validity should be indicated. This Institute will not provide “C” & “D” forms, hence quote for the taxes actually leviable. The firm must quote their TIN No. , PAN No., (IT returns) VAT registration no. etc. in the quotation (attested copies to be enclosed).
- l. The rates should be mentioned clearly in both figures and words for each item in the quotation. If there is any variation in figures and words rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.

1. **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the procurement and execution of such contracts. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

## **II. CONDITIONS OF CONTRACT**

- a. Sealed Quotations will be accepted from the Manufacturer bidder should have at least 3 years of experience in dealing/supplying such consumable items.
- b. In case of dealers, the dealer should enclose the authorization letter from the manufacturer. Experience of the manufacturer will be taken into account in respect of authorized dealer/distributor. Dealers/distributor should enclose a copy of the authorization certificate along with the quotation.
- c. In respect of Manufacturers Gross Annual Turnover of Rs. 15 Lakhs. Turnover not applicable to Registered Supplier with NIPHM/DGS&D/CRIDA (ICAR), Hyderabad.
- d. In respect of Authorized dealer the turnover of the manufacturer will be taken into account. Turnover not applicable to Registered Suppliers with NIPHM//DGS&D/ CRIDA (ICAR), Hyderabad.
- e. In respect of other bidder’s annual turnover should not be less than Rs 15.00 lakhs during the last financial year. Proof to be submitted.
- f. The NIPHM does not undertake any responsibility for issue of import licence where it may be required for the supply of the stores and acceptance of tender shall not imply such an undertaking on the part of NIPHM.

**III. Description of Stationary items:**

<b>S.No</b>	<b>Name of the item</b>	<b>Approximate Quantity</b>
1.	Pens	1834
2.	L folders	2020
3.	Marker Pens	448
4	White Charts	410
5.	Pencils	1255
6.	Erasers	1107
7.	Scales	177
8.	White paper (A3 size) Fulscape	16
9.	Post it pad (Pkts)	237
10.	Binding clips in boxes	423
11.	File covers	1246
12.	File pads	1126
13.	cello tapes	261
14.	sketch pens pkts	128
15.	Wall Clock	4
16.	Dusting cloth	99
17.	yellow Cloth	74
18.	Stpler Pins Size 10-1M boxes	125
19.	Stapler pins Big 24/6 5.1 M	58
20.	odonil Toilet freshner	24
21	Naphtalin Balls 1 kg pkt	9
22	Note Sheet Books	34
23	Alpins boxes	29
24	Nippo Cells (AA)	44
25	Soap	62
26	Room Freshner	11
27	Phenol 1 ltr bottles	6
28	Registers 100 pages	41
29	Registers 200 pages	48
30	Registers 300 pages	36
31	stapler small	9
32	stapler big	6
33	box files	28
34	paper weights	23
35	Pin cusions	7
36	Desk calendar	11
37	trays	33
38	dust bins	7
39	hiligheters	30
40	stamp pad ink	3
41	gum bottle	33
42	Dotmatrix printer paper 132 coloums with carbon	4000 sheets

S.No	Name of the item	Approximate Quantity
43	Dotmatrix printer paper 80 coloums with carbon	4000 sheets
44	Dotmatrix printer paper 80 coloums with carbon	4000 sheets
45	Dotmatrix printer paper 80 coloums single	
46	plastic files	65
47	stamp pad small	11
48	stamp pad big	10
49	calculator	7
50	poker	5
51	single hole punch	5
52	double punch	4
53	Indian art paper 130 GSM ¼ demy size	25 reams
54	Maplitho 80 GSM ¼ demy size	15 reams
55	Art Card 220 GSM	10 reams

- a. The Tenderer should submit along with their quotation, details of similar supply made to Training/Scientific/Technical Institutions in India and the reference to that effect may be clearly mentioned and copies enclosed. Catalogue /literature of the equipment/furniture quoted should be provided along with the quotation.

#### **IV. Contract / Agreement**

- a. If the firm fails to deliver the goods within the stipulated delivery period as mentioned in the purchase order penalty of 2% per day of value of order shall be imposed/levied as liquidated damages
- b. Payment will be made within 15 days after receipt of material, installation and its final acceptance.
- c. The tenderer should supply stationery items on quarterly basis as per the quoted rates requested by NIPHM.

## **V. PRICE SCHEDULE**

**Name of the item: Procurement of Stationary.**

Sl. No.	Item Description	Make/ model	Unit	Quantity	Price (Rs.)	Sales Tax/VAT	TOTAL Amount (Rs.)

- NOTE: 1) Items should be delivered and installed at NIPHM  
2) Sales tax/VAT should be indicated clearly.  
3) Prices should be quoted only in Indian Rupees.  
4) **Sample should be provided at the time of submission of tender**

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of NIPHM.

Signature of authorized official  
(With seal and stamp)

Name :

Designation :